

PUBLIC ARTS COMMITTEE
491 E. PIONEER AVENUE
HOMER, ALASKA

FEBRUARY 12, 2015
THURSDAY, 4:00 P.M.
CITY HALL CONFERENCE ROOM- UPSTAIRS

**NOTICE OF MEETING
WORKSESSION**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA *(Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg.9)*

3. ARTPLACE AND NEA OUR TOWN GRANT OPPORTUNITIES

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**4. DRAFT REQUEST FOR PROPOSALS – MUNICIPAL ART COLLECTION INVENTORY
CONSULTANT/CONTRACTOR**

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5. COMMENTS OF THE AUDIENCE

6. COMMENTS OF THE STAFF

7. COMMENTS OF THE COMMITTEE

8. ADJOURNMENT

Next regular meeting is scheduled for **THURSDAY, MAY 14, 2015 AT 5:00 P.M.** A WORKSESSION WILL BE CONDUCTED PRIOR STARTING AT 4:00 P.M. **UPSTAIRS** in the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer Alaska.

PUBLIC ARTS COMMITTEE
491 E. PIONEER AVENUE
HOMER, ALASKA

FEBRUARY 12, 2015
THURSDAY, 5:00 P.M.
CITY HALL CONFERENCE ROOM- UPSTAIRS

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA *(Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg.9)*

3. APPROVAL OF MINUTES

A. Meeting Minutes for November 13, 2014

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4. VISITORS *(Presentations and Visitors are limited to 10 minutes. The committee may by consensus agree to allow additional 10 minutes if required)*

There are no Visitors scheduled.

5. PUBLIC HEARING

6. STAFF/COMMITTEE/COUNCIL REPORTS

A. HACA Report

B. Staff Report 15-01, February 6, 2015

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7. PENDING BUSINESS

A. ArtPlace and NEA Our Town Grant Opportunities

Page 11

B. Memorandum Re: Committee Attendance at Council Meetings

Page 37

8. NEW BUSINESS

A. Draft Request for Proposals – Inventory Consultant/Contractor

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9. INFORMATIONAL MATERIALS

A. Memorandum to Council re: 2015 Budget Request

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B. Approved Budget Items

Page 49

C. Memorandum from Public Works Director dated
November 24, 2014 re: Spit Trail Art

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D. 2015 Annual Meeting Calendar

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10. COMMENTS OF THE AUDIENCE

11. COMMENTS OF THE STAFF

12. COMMENTS OF THE COMMITTEE

13. ADJOURNMENT

Next regular meeting is scheduled for **THURSDAY, MAY 14, 2015 AT 5:00 P.M.** A WORKSESSION WILL BE CONDUCTED PRIOR STARTING AT 4:00 P.M. **UPSTAIRS** in the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer Alaska.

Session 14-06 a Regular Meeting of the Public Arts Committee was called to order on November 13, 2014 at 5:04 pm by Vice Chair Michele Miller at the Homer City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEE MEMBERS MILLER, GRONING-PERSON, HOLLOWELL

ABSENT: COMMITTEE MEMBERS PETERSEN AND APLIN (EXCUSED)

STAFF: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

The Committee met in a worksession from 4:00 p.m. until 4:55 p.m. Discussion on Purchasing Collection Software and a Mural and or Art Project was held.

APPROVAL OF THE AGENDA

Vice Chair Miller requested a motion to approve the agenda

HOLLOWELL/GRONING-PERSON – SO MOVED.

The amended agenda was approved by consensus of the committee.

APPROVAL OF THE MINUTES *(Minutes are approved during regular or special meetings only)*

A. Meeting Minutes for regular meeting of November 13, 2014

The minutes were approved by consensus of the Committee.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

There was no public present.

VISITORS

A. Katie Koester, City of Homer Community & Economic Development Coordinator

Ms. Koester attended the worksession and a discussion was held on the availability of grant applications but that the submittal time was very short. She advised the committee on the process and recommended that the committee select their project, create the necessary partner involvements and taking the time to work up the project and applying next year.

The committee decided to take Ms. Koester's recommendations under advisement and will make a motion during the regular meeting to reflect the decision to wait until next year to apply for the grant.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. HACA Report

Ms. Groning-Person reported that the group had a meeting last Tuesday with Mayor Wythe who approached the group regarding the community's need for a Public Safety Building and the process is continually being hijacked by the community's passionate need and support of the HERC building and she realizes that to move forward on the Public Safety project there has to be the beginning of a plan to develop and meet that need for arts and recreation which includes many organizations. A gym, meeting space, workshop space, a small theater is constantly mentioned. It is thought that the Needs Assessment will help with this too. Mayor Wythe approached Asia Freeman and the HACA organization requesting their assistance with spearheading a conversation or action on transitioning for a new facility so the loss

of the HERC building will not be seen as a loss to the community. A letter was submitted to the Editor by Asia Freeman which was solution based was a start. Ms. Groning-Person reported that Mayor Wythe has stated before that you cannot hold onto the past and must talk about the future in order to effect change. The groups involved in HACA have been busy with their individual projects so HACA has not been meeting regularly.

B. Staff Report

Ms. Krause stated the report was in the packet. Chair Miller noted that they discussed the issue with Mooserun Metalsmiths.

HOLLWELL/GRONING-PERSON - MOVED TO REQUEST PUBLIC WORKS DIRECTOR PROVIDE INFORMATION ON THE AGREEMENT BETWEEN THE CITY OF HOMER AND MOOSERUN METALSMITHS REGARDING THE DESIGN CONCEPT OF A LARGE HALIBUT HOOK SCULPTURE FOR THE SPIT TRAIL 1% FOR ART PROJECT.

There was a brief discussion regarding the reason why the Committee wanted this information to be able to deflect and convey good will and respond to questions from the public.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Krause reported that Mr. Meyer will be working on getting an RFP issued for Interpretive Art on the Spit Trail for December-January.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Budget Requests 2015

Ms. Groning-Person inquired if she should make a motion to approve the Budget request as discussed in the worksession. Vice Chair Miller requested it to be itemized for the motion.

GRONING-PERSON/HOLLOWELL – MOVED TO SUBMIT THE 2015 BUDGET REQUEST TO THE CITY COUNCIL FOR THE FOLLOWING ITEMS IN PRIORITY ORDER

1. \$4000.00 TO HIRE A CONTRACTOR TO INVENTORY, IDENTIFY AND TAKE PHOTOS OF THE CITY MUNICIPAL ART COLLECTION
2. \$5,000.00 TO ISSUE AN RFP TO CREATE AND INSTALL A NEW MURAL ON THE HEATH STREET WALL AT KACHEMAK CENTER WHICH WILL INCLUDE THE ADVERTISING, SUPPLIES AND ARTIST LABOR
3. \$1,000.00 FOR ADDITIONAL UNIFORM SIGNAGE FOR CITY PARKS
4. \$500.00 FOR PARTICIPATION IN MULTIPLE CITY EVENTS SUCH AS ARTRAGEOUS AUGUST, STREET FAIR, ETC. AND MISCELLANEOUS COMMITTEE EXPENDITURES.

There was a brief clarification and discussion on the duties of the contractor and that they would be supplied with a listing of the current art collection and provided with a list of public buildings that they were to visit and document all city owned artwork with information such as the date acquired, who the artist was, how much the city paid for the artwork or if donated, the medium or materials used to create the artwork, subject matter of the artwork, where in the public building it is located. Staff will develop and issue the RFP but will submit a scope of work for review by the committee.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Agenda Calendar and Attendance at Council Meetings

Ms. Hollowell agreed to attend the November 24th Council meeting and Ms. Miller volunteered to attend the December 8th Council meeting.

Staff noted that the council meetings listed are after the committee meetings. The committee members are welcome to attend every and council meeting to advocate for the committee.

There was a brief discussion on the efforts of the art community.

NEW BUSINESS

A. Memorandum from Community and Economic Development Coordinator re: Art Place & Our Town Grant Application

Vice Chair Miller summarized the discussion of the worksession noting that the committee agreed with Ms. Koester that it would be better to apply for the grant next year since there was not enough time this year to properly flesh out the application.

Vice Chair Miller requested this item to be on the February worksession/regular agendas.

B. Elections

Ms. Hollowell nominated Michele Miller as Chair and Adele Groning-Person as Vice Chair.

Ms. Miller and Ms. Groning-Person accepted the nomination.

C. Memorandum from City Clerk re: 2015 regular Meeting Schedule

GRONING-PERSON/HOLLOWELL – MOVED TO APPROVE TO 2015 REGULAR MEETING SCHEDULE AS PRESENTED.

There was a brief discussion on members availability. Ms. Hollowell will not be attending the August meeting as she is out of town that month.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

A. Baycrest Overlook Gateway Project

Staff will try to contact Ms. Newby to get input on her contact with DOT on the project.

B. Proposed New Signage for Jack Gist Park

Staff gave a brief explanation on the proposed signage and that it wasn't approved outright by the Planning Commission they wanted to put hooks to hang event signs. It was noted that would be going against their own sign code, Staff noted that DOT will still have to approve, so it will be continued.

COMMENTS OF THE AUDIENCE

There was no audience present to comment.

COMMENTS OF THE STAFF

Ms. Krause stated it was a good meeting they covered a lot in a short time.

COMMENTS FROM THE COMMITTEE

Chair Miller stated that she really likes holding a 4:00 p.m. worksession before the regular meeting as it allows them to get through everything quickly. She thanked the committee for a fast meeting. On the agenda will be the grant application and if the Budget was approved the RFP for the cataloging.

Vice Chair Groning-Person stated it would be good to revisit the strategic plan for deciding a course of action. She also requested clarification on emailing etiquette.

Ms. Krause provided guidance on emailing the committee as a whole.

ADJOURNMENT

There being no further business to come before the Committee vice Chair Miller adjourned the meeting at 5:24 p.m. **A WORKSESSION IS SCHEDULED FOR 4:00 P.M. PRIOR TO THE NEXT REGULAR MEETING WHICH IS SCHEDULED FOR FEBRUARY 12, 2015 AT 5:00 P.M.** at City Hall Conference Room Upstairs, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

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(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC ARTS COMMITTEE
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 5, 2015
SUBJECT: STAFF REPORT 15-01

At the time of the packet distribution I did not have information on status update for the Harbormasters Office or the Spit Trail.

Currently the project for the Public Safety Building is continuing; Council has approved funding to 35% Design but it is still not hard and fast that this project will be built within the next two years.

The fiscal outlook for the city and state is in such flux that unless this committee decides to locate and encourage the city to apply for those grants to accomplish the projects the committee has requested funding for and not received there will be very little “art” happening on the city side of things.



City of Homer

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Memorandum

TO: PUBLIC ARTS COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: FEBRUARY 5, 2015

SUBJECT: ARTPLACE AND NEA GRANT OPPORTUNITIES

Following is the memorandum and information from Katie Koester that was presented at the November 13, 2014 meeting. I have also included information on Grant opportunities from Artplace for review and discussion.

Recommendation: Information in Nature. No Action required.



City of Homer

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Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Public Arts Committee
FROM: Katie Koester, Community and Economic Development Coordinator
DATE: November 11, 2014
SUBJECT: ArtPlace Ourtown Grant

Award Amount: \$25,000, \$50,000, \$75,000, \$100,000, \$150,000, or \$200,000. Few \$200,000 grants awarded, must be a project of significant impact.

Match: Minimum 1:1

Competitiveness: 9% success rate

Deadline: December 15, 2014. ArtPlace recommends submitting the application on December 5th in case there are any technical difficulties. A resolution approving the grant application would have to be immediately placed on the agenda for the next City Council meeting, November 24. I will be out of the office until December 3rd.

What ArtPlace is looking for in a project:

Increase livability: "Livability projects are measurable community benefits, such as growth in overall levels of social and civic engagement; new avenues for expression and creativity; design- focused changes in policies, laws, and/or regulations; job and/or revenue growth; or positive changes in migration patterns."

Creative Place making: "partners from the public, private, non-profit, and community sectors that work together to "strategically reshape the physical and social character of a neighborhood, town, city, or region around arts and cultural activities."

Partnerships: The applicant must consist of two PRIMARY partners: a non-profit and a local government entity. Additional partners are encouraged (artists, art organizations, etc.)

Application Process: It is a rigorous application process. They want things like artist bios, letters of support and samples of work. These are things that can be difficult to gather up in a short time frame, especially if in the case of an installation if an artist or project specifics have not been decided upon yet.

Additional information on the Ourtown Grant can be found at www.arts.gov. I have included the grant program description from their website as an attachment to this memo.

OUR TOWN: Arts Engagement, Cultural Planning, and Design Projects - Grant Program Description

Arts engagement, cultural planning, and design projects should represent the distinct character and quality of their communities, and be carried out by a local government entity in partnership with a nonprofit organization.

Projects

The Arts Endowment plans to support a variety of projects across the country in urban and rural communities of all sizes. Please review the [list of grants](#) on our website to see the types of projects that have been funded recently through Our Town. You might also want to look at examples of projects in the online storybook of Our Town projects called '[Exploring Our Town](#).' While these grants are illustrative, they represent only a sample of the types of projects that Our Town supports.

Projects should represent the distinct character and quality of their communities, and must reflect the following:

- A vision for enhancing the livability of the community.
- A systemic approach to equitable civic development.
- Support for artists, design professionals, and arts organizations by integrating the arts and design into the fabric of civic life.

Projects may include arts engagement, cultural planning, and design projects such as:

Arts Engagement

Arts engagement projects support artistically excellent artistic production or practice as the focus of creative placemaking work.

- Innovative programming that fosters interaction among community members, arts organizations, and artists, or activates existing cultural and community assets.
- Festivals and performances that activate spaces not normally used for such purposes.
- Public art that improves public spaces and strategically reflects or shapes the physical and social character of a community.

Cultural Planning

Cultural planning projects support the development of artistically excellent local support systems necessary for creative placemaking to succeed.

- Creative asset mapping.
- Cultural district planning.
- The development of master plans or community-wide strategies for public art.
- Support for creative entrepreneurship.

- Creative industry cluster/hub development.

Design

Design projects that demonstrate artistic excellence while supporting the development of places where creative activities occur, or where the identity of place is created or reinforced.

- Design of public spaces, e.g., parks, plazas, landscapes, neighborhoods, districts, infrastructure, bridges, and artist-produced elements of streetscapes.
- Community engagement activities including design charrettes, design competitions, and community design workshops.
- Design of rehearsal, studio, or live/work spaces for artists.
- Design of cultural spaces – new or adaptive reuse.

We understand that creative placemaking projects are often multi-year, large-scale initiatives. Please specify in your application which phase or phases of your project are included in your request for NEA funding. All phases of a project -- except for those for facilities noted below -- are eligible for support. The NEA reserves the right to limit its support of a project to a particular phase(s) or cost(s). All costs included in your Project Budget must be expended during your period of support.

Where appropriate, Our Town applications should demonstrate how the project will align with other place-based federal grant programs and policies, including, but not limited to, those from the Department of Housing and Urban Development (HUD), the Department of Transportation (DOT), the Department of Commerce, the Environmental Protection Agency (EPA), such as Consolidated Plans, Analysis of impediments to Fair Housing Choice, Long Range Transportation Plans, and Asset Management Plans.

If relevant to your project, you will be required to provide information in accordance with the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#).

Partnerships

A key to the success of creative placemaking is involving the arts in partnership with committed governmental and private sector leadership. All applications must demonstrate a partnership that will provide leadership for the project. These partnerships must involve two primary partners: 1) nonprofit organization, and 2) local government entity, as defined by these guidelines. One of these two primary partners must be a cultural (arts or design) organization. The highest ranking official of the local government is required to submit a formal statement of support designating the project as the only one being submitted for the local government. See "[How to Prepare and Submit an Application](#)" for more information.

Additional partners are encouraged and may include an appropriate variety of entities such as state level government agencies, foundations, arts organizations and artists, nonprofit organizations, design professionals and design centers, educational institutions, real estate developers, business leaders, community organizations, council of governments, rural planning

organizations, transportation agencies, special districts, educational organizations, as well as public and governmental entities.

You may find it helpful to contact your local arts agency as you begin the process within your community.

We Do Not Fund

Funding is **not** available for:

- Construction, purchase, or renovation of facilities. (Design fees, community planning, and installation of public art are eligible; however, no Arts Endowment or matching funds may be directed to the costs of physical construction or renovation or toward the purchase costs of facilities or land.)
- Costs (and their match) to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.
- Projects for which the selection of artists or art works is based upon criteria other than artistic excellence and merit. Examples include festivals, exhibitions, or publications for which no jury/editorial judgment has been applied.
- Subgranting or regranteeing, except for local arts agencies that are designated to operate on behalf of their local governments or are operating units of city or county government. (See more information on subgranting.) Subgranting activity by designated local arts agencies must be directly relevant to the Our Town project activities.
- Financial awards to winners of competitions.
- Fund raising or financing activities.
- General operating support.
- Seasonal support.
- Costs for the creation of new organizations.
- Direct grants to individuals. (The Arts Endowment encourages applicant organizations to involve individual artists in all possible ways.)
- Individual elementary or secondary schools -- charter, private, or public -- directly. Schools may participate as additional partners in projects for which another eligible organization applies. Local education agencies (school districts) and community colleges can apply on behalf of a local government. If a single school also is the local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as the local education agency applying on behalf of the local government.
- State and regional education agencies and institutions.
- Commercial (for-profit) enterprises or activities.
- Cash reserves and endowments.
- Awards to individuals or organizations to honor or recognize achievement.
- Generally, professional training in degree-granting institutions.
- Work toward academic degrees and the pursuit of academic careers.
- Projects that replace arts instruction provided by a classroom teacher or an arts specialist.

- Literary publishing that does not focus on contemporary literature and/or writers.
- Generally, publication of books or exhibition of works by the applicant organization's staff, board members, faculty, or trustees.
- Exhibitions of, and other projects that primarily involve, single, individually-owned, private collections.
- Expenditures that are related to compensation to foreign nationals and artists traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Asset Control. For further information, see <http://www.treas.gov/offices/enforcement/ofac/> or contact the Arts Endowment's Grants & Contracts Office at grants@arts.gov.
- Project costs that are supported by any other federal funds or their match.

Intended Outcome: Livability

Through Our Town projects, the Arts Endowment intends to achieve the following outcome from our strategic plan: *Livability: American communities are strengthened through the arts.*

The anticipated long-term results for Livability projects are measurable community benefits, such as growth in overall levels of social and civic engagement; new avenues for expression and creativity; design-focused changes in policies, laws, and/or regulations; job and/or revenue growth; or positive changes in migration patterns. You will be asked to address the anticipated results in your application. If you receive a grant, you will be asked to provide evidence of those results at the end of your project. Given the nature of Livability projects, benefits are likely to emerge over time and may not be fully measureable during the period of a grant. You will need to provide evidence of progress toward achieving improved livability as appropriate to the project. Before applying, please review the [reporting requirements for Livability](#). We recognize that some projects involve risk, and we want to hear about both your successes and failures. Failures can provide valuable learning experiences, and reporting them will have no effect on your ability to receive NEA funds in the future.

Beyond the reporting requirements for all grantees, selected Our Town grantees may be asked to assist in the collection of additional information that can help the NEA determine the degree to which agency objectives were achieved. For example, Our Town grantees may be asked to participate in surveys or interviews, and/or may be asked to assist in publicizing and promoting these data collection efforts. You may be contacted to provide evidence of project accomplishments including, but not limited to, work samples, community action plans, cultural asset studies, programs, reviews, relevant news clippings, and playbills. Please remember that you are required to maintain project documentation for three years following submission of your final report.

We may publish grantees' reports and products on our website. Please note that all federal grantmaking agencies retain a royalty-free right to use all or a portion of grantees' reports and products for federal purposes.

Deadline Date

You are required to submit Step 1 of your application electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 15, 2014. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. We will not accept late applications.

The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Step 2 of the application will then be due by January 15, 2015, through the NEA GrantsOnline™ System (NEA-GO) (see the "[How to Prepare and Submit an Application](#)" section for more detail).

- See more at: <http://arts.gov/grants-organizations/our-town/arts-engagment-cultural-planning-and-design-projects-grant-program-description#sthash.3aCvXuZY.dpuf>



National Grants Program Summary

The National Grants Program is one of several ArtPlace programs designed to invest in creative placemaking projects that involve cross-sector partners committed to strengthening the social, physical, and economic fabric of their communities. ArtPlace America sees its role as providing support for projects that lead through the arts/artists, integrate with a community's economic development and revitalization strategies, and have the potential to attract additional support. We want to learn alongside those doing this work and actively seek to build a portfolio that is a microcosm of the varied placemaking strategies used across the United States. We will share lessons learned as broadly as possible.

This national grants program supports projects across the country. Several of ArtPlace's foundation partners have deep commitments to their local and regional communities and have provided funding specifically to ensure grants are made in communities of all sizes in Alaska, California, and Minnesota; for rural communities throughout Arizona, Iowa, the Upper Peninsula in Michigan, New Mexico, North Dakota, Oregon, South Dakota, Texas, and Wisconsin; and for the cities of Akron, OH; Boston, Cambridge, and Somerville, MA; Charlotte, NC; Detroit, MI; Macon, GA; Miami, FL; Greater Philadelphia, PA; San Jose, CA; and St. Paul, MN. Several funders are also interested in ensuring the participation and representation of folk and traditional arts, Native American arts, and the

performing arts.

Approximately 50% of the \$10 million to be disbursed in 2015 is restricted to the above communities and/or artistic disciplines. In an effort to support the broad spectrum of creative placemaking practices across the United States, ArtPlace is particularly interested in projects from states in which it has not yet granted including Delaware, Montana, New Hampshire, Nevada, Oklahoma, South Carolina, Utah, and Wyoming.

Definitions

The below definitions are those held by ArtPlace for the purposes of this Letter of Inquiry. We recognize that these definitions can have a different meaning based on social context: particularly distinctions between rural and urban places; as well as financially affluent and low-income neighborhoods. ArtPlace America strives to be inclusive of those different contexts as it builds its grant portfolio and creative placemaking partnerships.

Creative Placemaking: Strengthening the social, physical, and economic fabric of a community through arts and culture.

Community: A group of people related by geography.

If you wish to apply for an ArtPlace America National Grant, **you must register to submit your Letter of Inquiry online by clicking [here](#)**. Please allow 1-2 business days for your registration request to be approved. Once your registration has been approved, you will be able to view and submit your Letter of Inquiry. All Letters of Inquiry must be submitted by 3:59 PM EST on November 3, 2014.



Guidelines and Restrictions

Amount: ArtPlace America generally awards grants that range between \$50,000-\$500,000 to organizations, initiatives and communities of all sizes.

Length of Project: The grant period will be 18-months in length, beginning August 1, 2015. If your project is part of a multi-year initiative, you may describe the broader vision, although your application should focus and provide specifics on the activities and/or phases of work that will occur within the grant period.

Available funding: The National Grants Program will invest approximately \$10 million in 2015. In 2014, ArtPlace granted \$15 million through 55 grants selected from almost 1300 applications. In 2015, we expect to fund approximately 40 projects.



Evaluation Criteria

The project:

1. Is (or has a plan to be) integrated into a larger set of strategies seeking to strengthen the social, economic, and/or physical fabric of a place.
2. Engages with and/or responds to local context (e.g. forces, policies, and players related to a community/place).
3. Has art/artists/culture as an integral component.
4. Is driven by informed leadership and authentic cross-sector partnerships.
5. Includes a variety of thinking, points of view, and/or people from planning to implementation.
6. Is feasible, reasonable, and well timed.
7. Has the potential to provide insights to the field.

Additional Criteria for Capital Projects (if you have any expenses related to the rehabilitation or construction of a permanent facility/space/structure in your budget)

The project:

8. Demonstrates sufficient market and community demand.
9. Exhibits a high likelihood of securing the necessary resources for completion within the stated timeframe.
10. Partners have a realistic plan in place to raise the operating and capital resources needed for ongoing programming and



Frequently Asked Questions

These answers to frequently asked questions are intended to address as many of your questions as possible. Please read all questions and answers before sending an inquiry to the ArtPlace America staff, who have limited resources to respond to individual queries.

If you do not see your question posted here, please send an email to grants@artplaceamerica.org.

Definitions

The below definitions are those held by ArtPlace for the purposes of this Letter of Inquiry. We recognize that these definitions can have a different meaning based on social context: particularly distinctions between rural and urban places; as well as financially affluent and low-income neighborhoods. ArtPlace America strives to be inclusive of those different contexts as it builds its grant portfolio and creative placemaking partnerships.

Creative Placemaking: Strengthening the social, physical, and economic fabric of a community through arts and culture.

Community: A group of people related by geography.

Criteria

1. What does a great proposal look like?

Great proposals clearly and concisely communicate:

- i.) A description of the geographic community in which you are working.
- ii.) A description of the challenge/opportunity the community has decided to tackle.
- iii.) The arts strategy that will be used to tackle the selected challenge/opportunity.
- iv.) How to gauge the project's success.

2. What kinds of initiatives has ArtPlace America funded?

A complete listing of ArtPlace America-funded initiatives can be found at <http://www.artplaceamerica.org/grants/>. Please focus your application on the specifics of your community, challenge/opportunity, and arts strategy. Successful applicants clearly express responses to the above question as they relate to their distinctive place.

3. What kinds of partnerships does ArtPlace America look for and think are important?

ArtPlace America is most interested in cross-sector partnerships that have aligned values and goals for improving the social, physical, and economic fabric of their community. If the organization or individual partner has a role in the planning and implementation of your project, then it is likely an important partnership.

4. Is there a preference for programs that are scalable and/or replicable?

While there is no preference for programs that are scalable or

replicable, ArtPlace America has an interest in projects that could potentially build the collective knowledge of the creative placemaking field.

5. How competitive is the process?

Last year, ArtPlace provided grants to approximately 4% of the 1300 LOIs submitted (55 projects). This year we anticipate funding approximately 40 projects from the applicant pool.

Eligibility

6. Who is eligible for funding?

ArtPlace America invites applications from non-profit organizations, local governing bodies, individual artists/designers, and for-profit organizations within the U.S. and all U.S. Territories. If you or your organization do not currently have 501 (c) 3 status or city charter, you will need to apply through a nonprofit fiscal agent (any 501 (c) 3 able to manage philanthropic resources on your behalf and in accordance with nonprofit accounting standards). ArtPlace America grantees who received an award in 2014 are not eligible to apply in this round.

7. If I am not a registered 501 (C) 3 do I need to secure a fiscal agent before submitting my letter of inquiry? What is the role of a fiscal agent?

The fiscal agent acts as the steward of the grant funds. It signs all contracts and is ultimately responsible for the funds being used as stated in the grant contract. It also signs off on all interim and final reports, including but not limited to the financial update section of those reports. While you may apply for a grant in advance of securing a fiscal agent, a fiscal agent must be secured by an

individual artist, designer or for-profit organization applicant before receiving funds from ArtPlace America. Given the limited resources we have for this program, ArtPlace requires that all fiscal agent fees be no more than 12.5% of the total ArtPlace request/award.

8. Does ArtPlace America require matching funds?

There is no required match for the ArtPlace America National Grants Program. Despite not requiring a match, ArtPlace values projects that are able to leverage additional federal, regional, and local public/private funding.

9. Are state bodies eligible to submit an LOI?

Yes, all local/regional/state governing bodies (including state bodies) are eligible to submit a Letter of Inquiry for grant funding.

10. Can one organization submit multiple Letters of Inquiry?

No. An organization may only submit one Letter of Inquiry per grant cycle.

11. Can an organization be listed as a partner on one application and submit a separate application?

Yes, we encourage partnerships for all projects. However, only one application should be submitted for any given project. Any separate applications should be for separate projects.

12. Can an organization submit a Letter of Inquiry and act as a fiscal agent for an individual artist or for-profit organization?

Yes. An organization may serve as a fiscal agent and submit its own separate proposal.

13. Will projects outside of the U.S. be funded?

No. ArtPlace America will only fund projects located in the U.S and

U.S. Territories.

14. Will projects located in Puerto Rico be eligible for funding?

Yes. Projects located in Puerto Rico and all U.S. Territories are eligible to receive funding.

15. Will ArtPlace America accept applications from previous grantees?

ArtPlace will consider applications from previous grantees for new projects; continuations of previously funded projects will not be considered. Additionally, previous grantees are not eligible to submit a Letter of Inquiry in the same calendar year in which they received a grant. For instance, if your organization or project received an ArtPlace America grant in 2014 you are not eligible to submit a letter of inquiry during the current grant cycle.

16. Are there restrictions in terms of size of organization or years of incorporation?

No, there is no minimum or maximum requirement for operating budget, staff size, geographic reach, or any other metric for an organization's size. ArtPlace does not require a minimum number of years of incorporation.

17. What artistic disciplines are eligible?

We encourage grant submissions from ALL artistic disciplines. Some of ArtPlace's foundation partners have an interest in the performing arts and have provided funding to ensure grants are made to performing arts organizations. Several funders are also interested in ensuring the participation and representation of folk and traditional arts and Native American arts.

18. What is the difference between audience development/engagement and creative placemaking?

ArtPlace America seeks place-based projects that will strengthen the social, physical, and economic fabric of their communities. We believe this work to be fundamentally different and distinct from audience building, outreach, and engagement. To ArtPlace, audience engagement refers to activities intended for a group of people that is primarily united by a particular interest (in this case likely the given organization's programming). Creative Placemaking focuses on groups of people that are distinctly united by geography. While there may be overlap across audience members and community members, we are specifically focused on definitions of community that are readily delineable on a map. Audiences often extend beyond such geographic limitations.

19. Does ArtPlace America have geographic priorities?

Applications are encouraged from all 50 states and U.S. territories, and ArtPlace America funds in communities across the country. Several of ArtPlace's foundation partners have deep commitments to their local and regional communities and have provided funding specifically to ensure grants are made in communities of all sizes in Alaska, California, and Minnesota; and for rural communities throughout Arizona, Iowa, the Upper Peninsula in Michigan, New Mexico, North Dakota, Oregon, South Dakota, Texas, and Wisconsin; and for the cities of Akron, OH; Boston, Cambridge, and Somerville, MA; Charlotte, NC; Detroit, MI; Macon, GA; Miami, FL; Greater Philadelphia, PA; San Jose, CA; and St. Paul, MN. In an effort to support the broad spectrum of creative placemaking practices across the United States, ArtPlace is particularly interested in projects from states in which it has not yet granted including Delaware, Montana, New Hampshire, Nevada, Oklahoma, South Carolina, Utah, and Wyoming. We continue to expand our funding with the goal of supporting the broadest possible geographic array of communities.

20. Will ArtPlace America fund projects in rural communities?

Yes, communities of all sizes are encouraged to submit a Letter of Inquiry. Rural communities represented 17% of the National Grants portfolio in 2013, and in 2014, 31% of the projects funded were in rural communities.

21. Can the scope of the project be regional/statewide?

Yes. The scope of an ArtPlace America project can be regional/statewide; however, statewide or regional projects should be focused on strengthening the social, physical, and economic character in local communities and be able to demonstrate the impact of their work at the level of geography they have used to define their community.

22. Is a project eligible to receive funding from ArtPlace America if funding for the same initiative has been received from a foundation participating as an ArtPlace America funder or from another national partner?

Yes you may apply. If you receive funding from participating ArtPlace America funders or from any of our partners (including the National Endowment for the Arts), it will not impact your eligibility to receive ArtPlace America funding.

23. Will ArtPlace America grants be subject to the reporting and auditing requirements associated with federal programs?

ArtPlace America is not a federal program. The reporting requirements will be similar to those required by the private foundations participating in ArtPlace America, as opposed to those required by the federal government. ArtPlace America's reporting period will be 21 months in length and requires interim reports every six months and a final report within three months of the close of the grant period.

24. Can ArtPlace America funds be used for programming? Planning? Implementation? Capital projects?

Yes. As long as the project is likely to improve the social, physical and economic fabric of your community, ArtPlace America grant funds can be used for all of these types of projects or a combination of these activities. Specifically, ArtPlace has an interest in funding the implementation of a planning process, not the development of a plan.

25. For renovations or other capital projects, does the building or property owner have to be a 501 (c) 3 organization?

No. As long as the project will have the capacity to fulfill its long-term strategic goals, there are no restrictions in terms of property ownership for ArtPlace America's grant program. Municipal owned buildings, condominium spaces, long-term leases with developers/individuals, as well as fee simple ownership are all viable alternatives. Please describe your arrangement in the narrative portion of the Letter of Inquiry.

26. Are artists' and designers' fees eligible expenses?

Yes, fees for all types of individuals involved in a project are both eligible and encouraged, such as prevailing/living wages for artists, choreographers, musicians, designers, curators, architects, facilitators or other consultants.

27. Can salaries for administration or additional fundraising be funded?

Salaries for administration, project management, and fundraising are allowed. However, ArtPlace America restricts fiscal sponsor fees to 12.5% of the total project request/award.

28. Will ArtPlace America support research or publications about

creative placemaking projects?

ArtPlace America does not anticipate investments in research through its National Grants Program. ArtPlace will be developing research strategies to be released in 2015. For more information, please contact our Director of Research Strategies at:

Jamie.Hand@artplaceamerica.org.

29. Will ArtPlace support field building activities or the development of tool kits?

Toolkits and field building activities will not be funded through our National Grants Program. ArtPlace will be developing a series of field building strategies to be announced in 2015. For more information please contact our Director of Communications at:

Prentice@artplaceamerica.org

Review Process

30. Who will review my application?

LOI Phase: ArtPlace staff and external reviewers (nationally representative professionals with deep experience in art, community, and creative placemaking) will review the Letters of Inquiry and make recommendations as to which projects should be invited to submit full proposals.

Full Proposal Phase: Projects invited to submit a full proposal will receive a site visit from an ArtPlace representative (between late January and February 2015). The full proposals and site visit reports will be considered by ArtPlace staff and external reviewers, who will make recommendations as to which projects should be funded. ArtPlace America's foundation partners will also make recommendations and provide technical assistance throughout the

review process. ArtPlace America's Executive Director will ultimately authorize the finalists and grants that will be made.

31. Can I request panel comments or feedback after my project has been reviewed?

Given the large number of applications for this program and limited staff capacity, ArtPlace America is not able to provide individualized feedback or panel comments for LOIs. Applicants that advance to the Full Proposal stage and are not awarded a grant will have the opportunity to receive verbal feedback on their applications.

32. Can I speak with an ArtPlace staff member about my project prior to applying?

Given the large number of applications we anticipate for this round, ArtPlace staff is not able to schedule one-on-one calls to discuss projects. ArtPlace will host at least one live webinar during which specific questions can be asked.

33. Should we submit letters of support for our work?

No, ArtPlace will not accept letters of support. If you are working in partnership with other organizations to strengthen the social, physical, and economic character of your community, please include information about the partnership and the shared strategy you are pursuing in the narrative sections of the Letter of Inquiry.

34. How much will ArtPlace America award to a single organization?

Decisions will be made on a case-by-case basis. ArtPlace America National Grants generally range between \$50,000-\$500,000.

35. Are award amounts the same as requested or are they ever reduced?

In its first four rounds of funding, ArtPlace America awarded some

projects the full amount requested and some projects at a level lower than the amount requested. We anticipate the same will apply to this round.

36. Will ArtPlace America make only one award per community?

No, ArtPlace America has made (and may continue to make) multiple awards to individuals/projects/organizations within a single community.

Technical Issues

37. Will there be a webinar on these new guidelines?

In order to accommodate all applicants, ArtPlace America has posted a video guide on the new guidelines. Additional webinars will be hosted where individual questions may be submitted remotely. The video and webinar information will be made available here: <http://www.artplaceamerica.org/loi/>.

38. How can we see the Letter of Inquiry questions before filling out the online form?

The [Letter of Inquiry worksheet](#) includes all of the questions in the online form. Please use this as a guide for completing your Letter of Inquiry. ArtPlace America will not provide copies of submitted applications. We encourage you to print your application or save it on a local server before you submit through our [Web Portal](#).

39. Can I save my online application prior to submission?

Yes, the online application has an option to save a draft prior to submission; however, we encourage all applicants to save a copy of their work on a local server.

40. Do I need to use the same username and password as last

year?

No, the online application is built on a new platform this year. New sign in details will need to be created for this new system by registering through our Web Portal.

41. I have forgotten my password for the online form. How can I retrieve it?

You can do this yourself in the new system by clicking "I forgot my password."

42. While I've checked that the character count of my response is below the listed maximum, the online application will not allow me to complete the response. Why does the character count in the online system not match the character count in my word processing system?

The online application system calculates the number of characters including spaces. Please use single spaces after punctuation and in general avoid all unnecessary spaces in your response.

43. I have more questions. Whom do I contact?

You can direct questions not answered by this FAQ document to grants@artplaceamerica.org. We will periodically update this page with questions asked by a critical mass of applicants. Since ArtPlace staff may not have the capacity to respond to individualized questions about your project, we encourage you to submit your original ideas in your Letter of Inquiry.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC ARTS COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: NOVEMBER 5, 2014

SUBJECT: COUNCIL MEETING ATTENDANCE BY COMMITTEE MEMBERS

BACKGROUND

Attendance at City Council meetings is very helpful and important to the well-being of this committee. It is an opportunity to tell Council members what the committee has been working on and what goals they would like to address during the year or upcoming year.

Council members also change periodically and so it is good for refreshing the existing members plus informing new members that this committee is important to the community.

It is most important to attend meetings in the Budget season which is now. The City Manager did include a note within his memorandum to Council that the Public Arts Committee would submit a request it just was not completed at the time. So you really need to decide at this meeting so I can forward them to the City Manager and he can include at the next two Council meetings for their consideration. Currently there are no funds allocated for this committee.

The following page is the proposed 2014/2015 Council Meeting Attendance Schedule

Staff encourages each member to review their schedules and see who can attend the meeting on November 24th and December 8th and then at least quarterly to report the work of the committee. The 2015 Meeting Schedule is included in this packet so it will give you an idea when council meetings are scheduled.

Recommendation:

Review committee member schedule and individual members volunteer for specific months. Only one meeting is required to be attended by a member in the months following a committee meeting.

2014/2015 HOMER CITY COUNCIL MEETINGS
PUBLIC ARTS COMMITTEE MEMBER ATTENDANCE

It is the goal of the Committee to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. This is later in the agenda so if you cannot be there for the start of the meeting that would be okay. It usually takes approximately 30 minutes to get through the consent, visitors, reports, public hearings, etc. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A committee member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak. Council meetings dates represent the meetings after a Committee meeting has been conducted.

The following Meeting Dates for City Council for the remainder of 2014 and 2015 is as follows:

November 24, 2014	_____Hollowell_____
December 8, 2014	_____Miller_____
February 23rd 2015	_____
March 9, 23 2015	_____
April 14, 28 2015	_____
May 26 (Tues) 2015	_____
June 8, 22 2015	_____
July 27 2015	_____
August 24 2015	_____
September 14, 28 2015	_____
October 12, 26 2015	_____
November 23, 2015	_____
December 7, 2015	_____

**Request for Proposals
By the City of Homer, Alaska
For a Consultant/Contractor to
Create a Municipal Art Baseline Inventory**

The City of Homer, Alaska is requesting proposals from qualified individuals or firms to create a complete catalogue of City of Homer owned art assets for long term planning and care of the collection. Proposals will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska until 4:30 P.M., Thursday, May 21, 2015. The time of receipt will be determined by the City Clerk's time stamp. Proposers are required to be on the Plan Holder's List to have their proposals evaluated by the committee.

The purpose of the Inventory is to create a complete and centralized catalogue of City of Homer owned art assets for long term planning and care of the collection. The firm/person hired for this project will canvas city properties for artworks, identify artworks, assess the condition of the artwork, photo document the artwork and complete a report with condition information, maintenance guidelines and any recommendations for specialized care and/or repairs, as well as other related services. The project is to be completed no later than August 31, 2015. The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the desired services. The City reserves the right to negotiate the scope of work with the selected firm/individual to meet project objectives and budgetary goals. In the event that a negotiation is unsuccessful, the City may enter into negotiations with next highest rated firm or individual. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the City's needs.

Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer-ak.gov/rfps>. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Sealed proposals shall be received at the Office of the City Clerk **no later than 4:30 pm, Thursday, May 21, 2015**. Please direct proposal submission questions to Renee Krause, Deputy City Clerk, at (907) 235-8121 ext 2224, rkrause@ci.homer.ak.us or mail to 491 E Pioneer Avenue, Homer, AK 99603.

Dated this ____ day of _____, 2015.

CITY OF HOMER

Marvin Yoder, City Manager

Homer News –
Peninsula Clarion –
Anchorage Daily News –
Account Number – 156-0367-5227

Request for Proposals
By the City of Homer, Alaska
For a Consultant/Contractor to
Create a Municipal Art Baseline Inventory

The City of Homer, Alaska is requesting proposals from qualified firms or individuals for the project described herein.

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Schedule

I. Introduction

The City of Homer is soliciting proposals from qualified consultants/contractors to provide professional services to perform an inventory. The purpose of the inventory is to create a comprehensive, centralized catalogue of all art assets owned by the City of Homer as a tool for long term planning and care of the city's Art Collection. The Public Arts Committee staff maintains information on city's art assets for the public.

The firm/person hired for this project will canvas city properties for artworks, identify artworks, assess the condition of the artwork, photo document the artwork and complete a report with condition information, maintenance guidelines and any recommendations for specialized care and/or repairs, as well as other related services. The project is to be completed no later than August 31, 2015.

The Inventory will consist of:

- (a) Canvassing and searching City properties and facilities to locate artwork;
- (b) The performance of condition assessments for located artwork;
- (c) Photographic documentation of located artwork;
- (d) Provenance research; and
- (e) Related services as applicable

Homer has a rich history of arts and culture. While the community is abundant in some aspects of programming and facilities, it has been over 7 years since a formal survey of the city owned artwork was conducted. Currently, the City faces tight budgets and decreased grant opportunities. The City anticipates approximately \$4,000 will be available for this project.

93 The consultant will work closely with City staff and the Public Arts Committee (PAC).

94
95 The City expects the inventory to be a representation of the collection obtained over the
96 years through donations, commissions and purchase. The goal is for the inventory to be
97 completed no later than August 31, 2015 with presentation to Council of the completed
98 inventory book no later than December 2015.

100 **Project Overview and Methodology**

101 The City recognizes the limited project budget. The City will provide a spreadsheet of all art
102 currently accounted for within the Municipal Collection. The City, through staff and PAC
103 committee members, will participate in assisting the selected consultant/contractor locating
104 and accessing the collection assets. The City is looking for a consultant/contractor who can
105 create an innovative and inclusive inventory process that can be continued by staff and/or
106 PAC members in the future.

108 **Project Limitations:**

110 The City seeks to address the following through this project:

- 111 1. Identify existing artwork
 - 112 a. Include locations and facilities
 - 113 b. Note any barriers to access the art by the public
 - 114 c. Include size or configuration in description
- 115 2. Identify Artist and date created
- 116 3. Identify medium used if known
- 117 4. The date acquired by the city.

119 **II. Scope of Services**

120 The project consists of furnishing all labor, materials, equipment, tools, supervision, and
121 other facilities necessary to develop a physical inventory in accordance with the standards
122 and criteria of the City of Homer.

124 **Documents:** The consultant/contractor shall provide a draft of the inventory document to
125 the PAC committee for comment and review. The consultant/contractor will then provide a
126 revised final product electronically and in an organized binder for City Council adoption.

128 **Community meetings/presentations:** The consultant/contractor will be required to attend
129 up to _____meetings of the PAC committee. The consultant/contractor may attend via
130 teleconference with the PAC committee, at various stages of the inventory effort if required.
131 Special meetings will be scheduled as required for this project with a minimum two week
132 notice for proper advertising if necessary.

134 **Project Schedule**

135 The proposal should include a schedule of major milestones for the project. The City
136 anticipates the schedule should include, but not be limited to, the following stages:

- 138 ■ Project Start

- Background Research
- Data Collection and Analysis
- PAC Committee Draft
- Revised Final Draft
- City Council action

Products

All documents are to be produced in a digital, editable format. The consultant/contractor will submit the information electronically in addition to providing one (1) hard copy contained in a three ring binder. The consultant/contractor will agree to transfer ownership of all information and materials produced to the City.

Draft and Final Documents:

- Formatted for an 8 1/2" x 11" Document
- Microsoft "Word" 2010 or similar and pdf format
- Paper Documents organized and contained in three ring binder

III. General Requirements

The following information is presented as a general guideline for the preparation of the proposals. It is not intended to be an exhaustive list of project requirements.

- a) It is the responsibility of the firms/persons submitting proposals to determine the actual efforts required to complete the tasks and total project.
- b) The consultant/contractor selected will present a progress report to the Public Arts Committee at the **August 13, 2015** meeting. The selected firm or individual should expect substantial input from the City.
- c) All documents for this project shall be in a format and on media approved by the City.
- d) Bidders are required to be on the Plan Holder's List to have their proposals evaluated by the committee.

IV. Proposal Format and Content

Proposals which do not address the items listed in this section, may be considered incomplete and may be deemed non-responsive by the City. Direct questions regarding this proposal to Renee Krause, Deputy City Clerk, City of Homer, (907) 235-8121 ext 2224 or rkrause@ci.homer.ak.us. The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

PROPOSAL FORMAT

- A. Letter of Transmittal
- B. Narrative

- 185
- 186 1. Provide a brief description of the firm/person including experience, and the
- 187 experience of its key individuals. Include brief resumes of the key personnel who will
- 188 work on this project. Discuss the experience of these person(s) and relate that
- 189 experience to this project. Include what portion of this contract each person would be
- 190 working upon.
- 191
- 192 2. Provide a list of relevant projects designed by or under the direction of the individual
- 193 or firm submitting the proposal. Provide three client references.
- 194
- 195 3. Include a Work Program that is designed to satisfy the requirements listed in the
- 196 "Scope of Services." Describe your understanding of the project, the proposed work
- 197 plan, and the schedule you intend to follow in order to complete the project in a
- 198 timely manner.
- 199
- 200 C. Fee Proposal and Rate Schedule
- 201
- 202 1. Submit a fee proposal to perform the Scope of Services described herein. All basic
- 203 services of each task shall be completed for total compensation not to exceed the
- 204 lump sum fees outlined in this document. No additional services provided will be
- 205 compensated unless approved prior.
- 206
- 207 2. Provide an exact statement of the services to be provided within the fees proposal
- 208 and fee schedule to be used in billing for services, including out-of- scope services.
- 209
- 210 D. Submit one (1) original and 6 (6) copies of the completed Proposal in a sealed, opaque
- 211 envelope marked as follows:
- 212

213 **City of Homer**

214 **Consultant/Contractor to**

215 **Create a Municipal Art Baseline Inventory**

216

217 PROPOSAL DATED _____, 2015.

218

219 The Proposals shall be addressed to:

220

221 City of Homer, City Clerk Office

222 491 East Pioneer Avenue

223 Homer, Alaska 99603

224

225 Proposals shall be received at the office of the City Clerk until 4:30 PM, May 21, 2015.

226

227

228

229

230

V. Evaluation Criteria and Selection Process

The City will select the consultant/contractor who best meets the needs of the City as evidenced by their qualifications, experience, project understanding and approach, and other factors as outlined in this RFP.

A selection committee consisting of the Public Arts Committee and two city staff members will conduct interviews with selected finalists if required. The committee will evaluate the proposals submitted and make a recommendation to the City Council through the City Manager.

The committee will employ the following criteria (with relative weights) in evaluating each proposal and making their recommendation:

1. Overall Approach and Project Understanding (35 %)
2. Qualifications and Team Experience (25 %)
3. Work Plan, Schedule, Public Approach and Strategy (25 %)
4. Project Cost (15%)

VI. Schedule

Proposals due:	4:30 PM	May 21, 2015
Award contract:		May 26, 2015
Notice to proceed:		By June 1, 2015
Completion of contract:		August 31, 2015



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR WYTHE AND CITY COUNCIL

FROM: PUBLIC ARTS COMMITTEE

THROUGH: WALT WREDE, CITY MANAGER

CC: JO JOHNSON, MMC, CITY CLERK
ZHIYONG LI, FINANCE DIRECTOR

DATE: NOVEMBER 14, 2014

SUBJECT: 2015 BUDGET REQUEST

BACKGROUND

At the regular meeting on August 14, 2014 the Public Arts Committee reviewed and discussed a budget for 2015. The committee requested to reserve the right to request a budget at a later time.

On November 13, 2014 the Public Arts Committee had a discussion on their 2015 Budget request during the worksession and at the regular meeting took action. It was acknowledged that if the items were all approved by Council for funding they would have several projects to keep them busy for a while but just in case Council was unable to fund all of them they listed their projects in priority order.

The Public Arts Committee are requesting funding for the following items:

1. \$4000.00 to Hire a Contractor to conduct an inventory and photograph all city owned artwork in and on city owned property.
2. \$5000.00 to create and install a new mural on the wall at Heath Street and Pioneer Avenue
3. \$1000.00 to assist in creating and installing more uniform signage at City parks and recreational areas
4. \$500 for participation in city events and miscellaneous committee expenditures such as identification plaques for newly acquired artwork.

Following is the excerpt of the meeting minutes for the action taken by the committee and attached is the Budget Request Forms.

PENDING BUSINESS

A. Budget Requests 2015

Ms. Groning-Person inquired if she should make a motion to approve the Budget request as discussed in the worksession. Vice Chair Miller requested it to be itemized for the motion.

GRONING-PERSON/HOLLOWELL – MOVED TO SUBMIT THE 2015 BUDGET REQUEST TO THE CITY COUNCIL FOR THE FOLLOWING ITEMS IN PRIORITY ORDER

1. \$4000.00 TO HIRE A CONTRACTOR TO INVENTORY, IDENTIFY AND TAKE PHOTOS OF THE CITY MUNICIPAL ART COLLECTION
2. \$5,000.00 TO ISSUE AN RFP TO CREATE AND INSTALL A NEW MURAL ON THE HEATH STREET WALL AT KACHEMAK CENTER WHICH WILL INCLUDE THE ADVERTISING, SUPPLIES AND ARTIST LABOR
3. \$1,000.00 FOR ADDITIONAL UNIFORM SIGNAGE FOR CITY PARKS
4. \$500.00 FOR PARTICIPATION IN MULTIPLE CITY EVENTS SUCH AS ARTRAGEOUS AUGUST, STREET FAIR, ETC. AND MISCELLANEOUS COMMITTEE EXPENDITURES.

There was a brief clarification and discussion on the duties of the contractor and that they would be supplied with a listing of the current art collection and provided with a list of public buildings that they were to visit and document all city owned artwork with information such as the date acquired, who the artist was, how much the city paid for the artwork or if donated, the medium or materials used to create the artwork, subject matter of the artwork, where in the public building it is located. Staff will develop and issue the RFP but will submit a scope of work for review by the committee.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation:

Approve the budget request for the projects listed.

CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2014

Requesting Department PUBLIC ARTS COMMITTEE Date 11/13/2014

Level of Need: Urgent ☐ Essential ☐ Necessary ☐ Desirable ☒

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time ☐ _____

Part-time ☐ Hours Per Year _____

Request Other Than Personnel:

Description ANNUAL Budget Request
to Fund PAC Projects as noted

Fund Name: Public Arts Fund

Account Name: _____

Account # 156-367

Estimated Cost: \$4,000

(FINANCE DEPT WILL COMPLETE)

5101 Permanent Employees _____

5102 Fringe Benefits _____

5103 P/T Employees _____

5104 Fringe Benefits P/T _____

5105 Overtime _____

Total Personnel Cost _____

Justification:

This budget is to hire a contractor to inventory and photograph the city owned artwork in or located on city property . At this time the last inventory that was done and is incomplete was 2007. The city has acquired more artwork since that time. Staff does not have the adequate time to complete this needed step in order to create a Municipal Art Collection Catalog as outlined in the Administrative Guidelines approved by Council in 2011.

Requestor's Name: Public Arts Committee/Renee Krause

Department Head Approval: _____

City Manager Recommendation: _____ Date _____

Approved _____

Denied _____

Comments _____

CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2014

Requesting Department PUBLIC ARTS COMMITTEE Date 11/13/2014

Level of Need: Urgent ☐ Essential ☐ Necessary ☐ Desirable ☒

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time ☐ _____

Part-time ☐ Hours Per Year _____

Request Other Than Personnel:

Description ANNUAL Budget Request
to Fund PAC Projects as noted

Fund Name: Public Arts Fund

Account Name: _____

Account # 156-367

Estimated Cost: \$1,000

(FINANCE DEPT WILL COMPLETE)

5101 Permanent Employees _____

5102 Fringe Benefits _____

5103 P/T Employees _____

5104 Fringe Benefits P/T _____

5105 Overtime _____

Total Personnel Cost _____

Justification:

The committee is requesting this funding in order to assist the Parks and Recreation get the additional signage needed to identify all of the city owned parks and recreational areas with the council approved uniform sign design. This funding will help with two signs.

Requestor's Name: Public Arts Committee/Renee Krause

Department Head Approval: _____

City Manager Recommendation: _____ Date _____

Approved _____

Denied _____

Comments _____



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907-235-3170

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Memorandum

TO: Public Arts Committee
THRU: Walt Wrede – City Manager
FROM: Carey Meyer – Public Works Director *CAM*
DATE: November 22, 2014
SUBJECT: **Deep Water Dock/Spit Trail Art – “Circle Hook” Sculpture**

The Public Arts Committee selected the “Circle Hook” sculpture (proposed by Moose Run Metalsmiths) as one of the 1% for art installations associated with the DWD/Spit Trail Improvements on the Homer Spit. The committee established a budget for the sculpture in the amount of \$11,000, after discussions between the artist and committee members.

In June of 2013, the City issued a Notice to Proceed for the work. In the fall of 2013, Moose Run Metalsmiths told us that they would not be able to accept the award (could not complete the work for the contracted amount). Public Works discussed with Moose Run Metalsmiths the issue of cost and what additional costs they felt were involved in fabrication and installation of the steel sculpture as proposed. We discussed the need for multiple transportation efforts (bending, chrome coating, welding, etc.) and the cost to complete approached \$30,000 (plus installation).

We discussed the possibility of fabrication using aluminum rather than steel. Aluminum resists corrosion (important in a saltwater environment), is lighter than steel (minimizing transportation and foundation costs), and reduces long term maintenance costs. Moose Run Metalsmiths is not set up to fabricate aluminum. Public Works met with Bay Welding to determine feasibility and cost associated with aluminum fabrication. Cost of an aluminum sculpture was approximately \$21,000. Public Works decided that based on cost, appearance, and long term maintenance; an aluminum sculpture (fabricated entirely in Homer) was the best alternative.

Public Works was cognizant of the fact that the idea for the sculpture came from Moose Run Metalsmiths and some sort of acknowledgement was called for. A plaque will be installed near the sculpture (see attached) that acknowledges Moose Run Metalsmiths as the designer and a check for \$550 will be issued to the designer.

The foundation has been installed, the materials are in Homer, and the sculpture should be ready for installation in the next few months.



City of Homer

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November 24, 2014

Marlon Prazen and Tarri Thurman
Moose Run Metalsmiths
PO Box 15001
Homer, Alaska 99603

RE: Circle Hook Sculpture

Marlon and Tarri;

Thank you so much for your proposal last year to create a "Circle Hook" sculpture as part of the Deep Water Dock/Spit Trail improvements. The idea was well received by the Public Arts Committee and the public. I am sorry that you were not able to complete the project due to your move and the ultimate cost of creating a steel sculpture. As you know, the City has moved forward with a similar aluminum sculpture based on your proposal.

As we have discussed in the past, the City does acknowledge that the conceptual design was yours and that you deserve credit. The City wants to acknowledge your efforts in two ways 1) attached is a check for \$550 to help reimburse you for the your time spent developing the idea , and 2) a permanent plaque will be installed near the sculpture that acknowledges that your firm developed the original concept (see attached proposed plaque lettering).

We hope to have this sculpture installed early next year at the intersection of Freight Dock Road and the Sterling Highway. I will keep you informed of our progress and hope you will be available to attend the unveiling by the Public Arts Committee.

I believe that this sculpture, over time, has the potential of being an iconic symbol of Homer. It would not be happening without your efforts. Thanks again.

Yours Very Truly;

CITY OF HOMER

Carey S. Meyer, P.E., MPA
Public Works Director

cc: Public Arts Committee

CIRCLE HOOK

Design Concept by:

Moose Run Metalsmiths, Homer, Alaska

Fabricated by:

Bay Welding Services, Homer, Alaska

Funded by:

**Cruise Ship Head Tax Revenues and the
City of Homer's 1% for Art Program**

Public Art Committee Annual Calendar

Meeting Date	Agenda Items	Items of interest
February	Draft RFP	
May	RFP Selections Grant Opportunities	
August	1. Budget request for Heath St. Mural project. 2. Bishops Beach Public Art donation 3. Status of public art catalog 4. Harbor Master building 1% for art status 5. Spit Trail art and signage status 6. PARC assessment status	
November	1. Approve Strategic Plan 2. Budget 3. Elections 4. Approve Annual Meeting Schedule	

